

VACANCY ANNOUNCEMENT

Name of Court: United States Bankruptcy Court, District of South Dakota

Duty Station City: Sioux Falls

Duty Station State: South Dakota

Duty Station Website: www.sdb.uscourts.gov

Position Title: Clerk of Court

Duration: Permanent

Job Grade: JSP 16

Salary Range: \$120,756 to \$150,664

Closing Date: September 8, 2006

Open until Filled: No

Position Description/Responsibilities/Conditions of Employment:

The Clerk of Court is appointed by the Bankruptcy Judge for the District of South Dakota. This is a high-level management position that functions under the direction of the Bankruptcy Judge. The Clerk is responsible for managing the Clerk's office and overseeing the performance of the statutory duties of the office. The position entails a number of administrative and managerial functions including, but not limited to:

- * consulting with, and making recommendations to, the Bankruptcy Judge regarding Court policies and procedures;
- * hiring and assigning personnel and designing and managing training programs;
- * preparing and managing the annual budget of the Court;
- * working with various government agencies on a variety of matters necessary to Court activities, such as data processing, fiscal, and personnel;
- * managing and supervising the Court's activities in purchasing and financial management;
- * managing and supervising the Court's activities in the processing of bankruptcy

cases and adversary proceedings;

- * overseeing space and facilities issues;
- * coordinating the Court's information technology systems; and
- * traveling periodically to the divisional office in Pierre, South Dakota.

All application information is subject to verification. Appointment to this position is provisional, pending completion of a ten-year background investigation. Retention of this position is dependent upon favorable suitability determinations following that initial background investigation and subsequent background investigations that will be conducted every five years thereafter. All employees of the judiciary are "at will" employees and may be terminated with or without cause. All employees of the judiciary are required to adhere to the Code of Conduct for Judicial Employees. Applicants must be citizens of the United States of America or must otherwise be eligible to work in the United States of America.

Qualification Requirements/Skills/Security Clearances/Education:

An applicant must have strong leadership, administrative, and interpersonal skills; be able to communicate effectively, both orally and in writing; and understand and support the use of technology in the workplace. An applicant should also have a working knowledge of the Bankruptcy Code, the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005, and the Federal Rules of Bankruptcy Procedures.

General Experience:

An applicant must have a minimum of ten years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the ten years of administrative experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

Education in a college or university of recognized standing may be substituted for a maximum of three years of the required general experience on the basis of one academic year of education for nine months of experience. A bachelor's degree from such a college or university may be substituted for three years of the required general experience. Preferably such a degree should have included courses in law, government, public, business, or judicial administration or related fields. A postgraduate degree in public, business, or judicial administration from such a college

or university may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

Specialized Experience:

A degree from an accredited law school is preferred. Bankruptcy experience is also preferred.

Employee Benefits/Incentives:

Employees of the judiciary are not included in the government's Civil Service classification. They are, however, entitled to similar benefits, including paid vacation, paid holidays, sick leave, choice of health plans, the Federal Employees' Retirement System, life insurance, flexible spending accounts (health and dependent care), long-term care options, and the Thrift Savings Plan (the federal government's 401K plan).

Miscellaneous:

This position is subject to mandatory direct deposit participation for payment of net salary.

Applicants will not be reimbursed for any travel or other expenses associated with their interviews.

The successful candidate will not be reimbursed for any relocation expenses.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

How to Apply – Information for Applicants:

Qualified persons are invited to submit a cover letter and a resume to:

Hon. Charles L. Nail, Jr.
Federal Building and U.S. Courthouse
225 South Pierre Street, Room 211
Pierre, South Dakota 57501

An applicant's resume should include the applicant's e-mail address; a comprehensive review of the applicant's education and employment history; the applicant's salary history; and at least two professional references.

The Court will acknowledge receipt of every application. The Court will also notify all applicants whether they have been selected for an interview. Thus, applicants do not

need to, and should not contact the Court to inquire as to the status of their applications.